

Role Map Template

	Role	Responsibilities	Time Commitment	Who/How Many
Leadership	Project Sponsor	<ul style="list-style-type: none"> Set strategic direction Funding control Approve recommendations 		Schools – Kay, SFA U Anne Teresa, Midge Hunt
	Project Manager	<ul style="list-style-type: none"> Oversee project and monitor team work Review/approve recommendations and task order 		Jo Ann Borel
Project Team	Team Lead	<ul style="list-style-type: none"> Establish and support team Assist in planning, designing, building, and assessing Monitor work Review deliverables 		Marie Fitzpatrick
	Development Team	<ul style="list-style-type: none"> Assist in planning, designing, building, and assessing the training course 	Start 1/23	Marie, Kathie, Raul, Barb
	Instructional Designer	<ul style="list-style-type: none"> Assist in designing and building the trainer/training materials and help/support processes 		Peter, Sean
	Trainers	<ul style="list-style-type: none"> Assist in delivering and assessing the trainer/training materials and help/support processes 		TBD
SME	Subject Matter Expert (SME)	<ul style="list-style-type: none"> Provide content to project team Review materials 		Marya, Dan, Linda, Mark Ginger Clock (Usability test 1?) 5 schools for Dry Run? – Identify people to send draft too)
	Target User	<ul style="list-style-type: none"> Participate in usability/pilot tests Attend and evaluate training 		Schools
Support	COTR	<ul style="list-style-type: none"> Provide budget information Create, review, and award task order 		Pennie Summers
	SME Support	<ul style="list-style-type: none"> Manage SME involvement 		
	Communications	<ul style="list-style-type: none"> Create & deliver communication plan Conduct ongoing communications 		Anita Gross/Anne Eckman
	Logistics Coordinator	<ul style="list-style-type: none"> Plan and execute logistics strategy Provide support for training schedule, selections of trainers, and sites Print & ship training materials 		Vicki Wilson – Will receive point of contact

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	Technical Advisor	<ul style="list-style-type: none"> Provide technical requirements 		Mark
	Role	Responsibilities	Time Commitment	Who/How Many
Support	Graphics Designer	<ul style="list-style-type: none"> Create graphics Develop performance support materials 		NCS/Anita Gross/Anne Eckman
	Media Coordinator	<ul style="list-style-type: none"> Review & revise scripts, blocking and production schedule Create media Create video 		
	Maintenance	<ul style="list-style-type: none"> Manages ongoing maintenance of network and systems 		
	Content Support	<ul style="list-style-type: none"> Tracks content related errors 		